

Summary

Senior writer, trainer and web designer experienced in complex, multi-platform environments. Able to interpret code in any software language. Products include end-user help systems, training materials, developer API manuals, audited procedures, animated tutorials and complete web sites. Highly recommended by former employers and colleagues.

TOOLS AND LANGUAGES

Authoring: FrameMaker, FrameMaker+XML, MS Word, RoboHelp

Structure: SGML, XML, DTD

Databases: SQL Server, Informix, Oracle, MySQL

Microsoft: MS Office 2010: Visio 2010, SharePoint 2010

Graphics/CAD: Photoshop, Illustrator, InDesign, Paint Shop Pro, Painter, AutoCAD; Snagit

Animation: Captivate, 3D Studio

Web Tools: Dreamweaver, JQuery, JavaScript, HTML, CSS, PHP, WordPress

Languages: Java, C++, SQL

MEMBERSHIPS AND HONORS

- Member, Society of Technical Communications
- Member, American Mensa
- Award for initiating XML structured documentation at Informix Technical Publications
- Informix API Manual selected for STC Competition
- Society of Microcomputers and Microprogramming Journal cover photo and lead article
- Visiting scholar, Carnegie-Mellon University Robotics Institute

PROFESSIONAL EXPERIENCE

KNOTTKNOWS.INFO, Boynton Beach, FL

Current

Principal

We provide web design, application documentation and computer-skills training.

Career skills training available at no charge for Recovering Adults and Seniors desiring employment.

Webmaster, Palm Beach County AA

LOUIS BERGER, Miami, FL

Apr 2017 – July 2017

Contracting Technical Writer

- Workforce System end-user instructions
- Workforce System SQL reference for developers

ATKINS NORTH AMERICA (formerly PBS&J), Doral, FL

Jan 2007 – Feb 2013

Senior Technical Writer

- Author, IT business requirements (BRD) and functional specifications (FRS), SDLC plans, online help, API references, process and procedure documents
- IT Procedure documents tested by Sarbanes-Oxley auditors
- Designer, Visio Network diagrams, flow charts, use case scenarios
- Administrator, SharePoint team site

PEACE CORPS INTERNATIONAL TECHNOLOGY SUPPORT, Washington, DC **Mar 2006 – Sept 2006**

Documentation Consultant

- Administrator, IT document style sheets and style guide
- Editor, overseas station IT operation manual
- Creator, documentation repository

AMERIJET INTERNATIONAL, Ft. Lauderdale, FL

Mar 2002 – Sept 2005

Information Technology Writer and Trainer

- Trainer, Air and ocean cargo-management procedures, Excel, Lotus Notes
- Designer and administrator, Corporate Intranet
- Author, Corporate Disaster Recovery Plan and test procedure
- Author, end-user software guides

NEOVISION HYPERSYSTEMS, NY, NY **Jan 2001 – Sept 2001**
Senior Technical Writer

- Creator, equity dashboard online help
- Author, equity-analytics help
- Author, broker-management tutorials and whitepapers
- Creator, online help style guide
- Company closed after 9/11/2001

IMAGELINKS, Melbourne, FL **June 2000 – Dec 2000**
Contract Technical Writer

- Six month contract
- Designer, administrator, web site for satellite-sensing / image-manipulation software collaboration

INFORMIX SOFTWARE, Menlo Park, CA **Jan 1996 – Nov 1999**
Senior Technical Writer

- Author, access-method API references
- Author, database server administration console online help
- Author, Unix and Linux server installation guides.
- Repurposer, FrameMaker SQL Manual to XML

Consulting positions (further information available upon request) **1991 – 1995**

- Documentation Repurpose Expert, 3Com, Santa Clara, CA
- Language Manual Writer, Red Pepper, San Mateo, CA
- OS2 Online Help Writer, IBM Boca Raton, FL

SOUTH FLORIDA WATER MANAGEMENT DISTRICT, West Palm Beach, FL **Oct 1987 – Oct 1990**
Technical Trainer

- Curriculum developer, all computer-related courses in multiple operating systems environment including MS Project, AutoCAD, Oracle database creation and queries, Word Perfect and Lotus 1-2-3.
- Needs Analysis and trainee follow-up sessions.
- Classroom training, video training and on-site training around South Florida.

CASI RUSCO, Boca Raton, FL **Jan 1983 – Sept 1987**
Publications Manager

- Author, facilities security planning guides
- Author, security system hardware installation manuals
- Author, end-user software instructions manuals
- Author, functional specification marketing documents
- Managed CAD design personnel

EDUCATION

BARUCH COLLEGE, NY
MBA, Computer Methodology **1978**

GEORGE WASHINGTON UNIVERSITY, Washington DC
BS, Education **1968**

SESSIONS COLLEGE OF PROFESSIONAL DESIGN, AZ
Web Design Certification **2014**

Please visit my website for samples of my work, <http://knottknows.info/>